

INTRODUCING: THE INDIANA WASTEWATER OPERATOR CERTIFICATION PROCESS

Why does my facility have to have a certified operator?

Indiana Code (IC) 18-13-11-11 states:

- (a) *All water or wastewater treatment plants and water distribution systems, whether publicly or privately owned, must be under the supervision of an operator whose competency is certified to by the commissioner in a classification corresponding to the classification of the plant or distribution system to be supervised. However, this section does not prohibit a governmental agency, a corporation, or an individual from continuing to employ in that capacity a person in responsible charge of the operations of the works if the person is certified under section 10 of this chapter.*
- (b) *A certified operator may supervise more than one (1) plant or system if it can be shown that adequate supervision to ensure safe and effective operation is provided for all parts and systems supervised. As added by P. L. 1-1996, SEC.8.*

Indiana Administrative Code (IAC) 5-22-1 states:

Sec. 1. The purpose of this rule is to establish:

- (1) *a classification system of wastewater treatment plants; and*
- (2) *the criteria by which a person may become a certified wastewater treatment plant operator.*

The intended result of this rule is to promote excellence among wastewater treatment plant operators for the ultimate goal of protecting Indiana waters receiving treated wastewater discharged from wastewater treatment plants.

How do I know what classification my facility should be?

IDEM will classify your facility. If the classification is not in your permit or you have questions, please the Wastewater Certification Officer, at (800) 451-6027, (317) 232-8670 or chightow@dem.state.in.us.

How do I know what classification my operator should be?

The classification of your operator should match the classification of your facility.

What are the operator classifications?

There are eleven operator classifications, five municipal, five industrial, and the Operator-in-Training certification. The municipal classifications are: I-SP, I, II, III, and IV. The industrial classifications are: A-SO, A, B, C, and D. The Operator-in-Training certification does NOT give an operator the authority to be in responsible charge of any facility or to sign reports.

How do I become certified?

You must meet the requirements set forth in the certification rule (327 IAC 5-22) and certification statute (IC 13-18-11): (1) complete an application to sit for the certification exam, (2) pay a \$30 application fee, and (3) pass the exam with a score of seventy percent (70%) or higher. A copy of the certification rule, current at the time of printing, is included in this manual.



The minimum requirements to sit for an exam are one year of acceptable experience at a wastewater treatment plant and a GED or high-school diploma. There is no substitution of education for the one year of experience. "Acceptable experience" means employment in the actual hands-on operation of a wastewater treatment plant. Experience in wastewater treatment plant maintenance will be given fifty percent (50%) credit for operational experience for those employed solely in this area. Experience in wastewater laboratory will be given full credit for operational experience for those employed solely in this area.

You must have a minimum of one year of acceptable experience in the actual hands-on operation of a wastewater treatment plant to sit for any examination. The application fee is non-refundable per IAC 5-22-12(b). Please contact the certification officer if you have any questions regarding your eligibility to sit for an exam.

Am I required to display my certificate at work?

YES - if you are in responsible charge of that facility. "Responsible charge" means the person responsible for the overall daily operation, supervision, or management of a water or wastewater facility. In Class III, IV, C or D plants, the individual

supervising or responsible for a major section of the plant or an operating shift may be credited with responsible charge experience.” A wastewater treatment certified operator must provide permanent and visible display of his or her certificate at the wastewater treatment plant office of each facility supervised.

How do I obtain additional certificates when I am in responsible charge of more than one facility?

A wastewater operator must obtain a duplicate certificate to display in the office of each wastewater treatment plant supervised, if the certified operator supervises more than one wastewater treatment plant. There is no charge for additional certificates. Make a written request to the commissioner and include the information requested in “How do I obtain replacement certificates and cards?” below.

How do I obtain replacement certificates and cards?

There is no charge for the replacement of lost or damaged certificates or cards. A certified wastewater treatment operator in need of a replacement or duplicate certificate must submit a written request to the commissioner, including the following information:

- Class of wastewater treatment operator;
- Name and classification of the wastewater treatment plant to be operated;
- Date of issuance of the original certificate, if known; AND
- Certificate number.

May I have an extra certificate for my home or office?

NO - according to 327 IAC 5-22-14(c)(2), an operator may obtain additional certificates to display in the office of each wastewater treatment plant supervised, if the certified operator supervises more than one plant.

What options do I have if the next certification exam is not scheduled for several months?

A **provisional certification** may be granted under certain situations as specified in the certification statute and rule. A provisional certification is granted to the facility and allows the operator to act in responsible charge, under specific conditions, until thirty (30) days following the next scheduled exam. The vacancy may be filled for a period not exceeding one (1) year by an operator with a provisional certification.

Reciprocity allows an operator with a current license in good standing in another state to be granted an equivalent license in Indiana without re-testing. Each reciprocity application is reviewed individually. The State of Indiana does not have reciprocity with all states. Please contact the Wastewater Certification Officer, at (800) 451-6027, (317) 232-8670 or chightow@dem.state.in.us to discuss your individual situation.

Do I qualify for a provisional license?

The certification statute (IC 13-18-11-12) states:

- (a) *When a vacancy in a position of operator occurs due to death, resignation, extended illness, or a similar cause, the vacancy may be filled for a period not exceeding one (1) year by an operator with a provisional certification.*

The certification rule (327 IAC 5-22) states:

- (c) *The commissioner may issue a provisional wastewater treatment operator's certificate if the following occur:*
- (1) *The governing body or owner of a wastewater treatment plant submits a written request specifying a reason necessitating the provisional certification, including one (1) of the following:*
 - (A) *To fill a vacancy created by death.*
 - (B) *Resignation of the certified operator in responsible charge.*
 - (C) *Extended illness of the certified operator in responsible charge.*
 - (2) *The written request required by subdivision (1) provides the name, education, and experience of the person for whom the provisional certificate is requested.*
 - (3) *The provisional certificate nominee named under subdivision (2) submits, simultaneously with the request submitted under subdivision (1), an application as required by section 11(b) of this rule requesting examination and certification.*
 - (4) *The provisional certificate nominee named under subdivision (2) is eligible for the next scheduled wastewater certification examination.*
- (d) *A provisional certificate shall be:*
- (1) *issued by the commissioner in the form of a letter that specifies the conditions of the certification; and*

(2) valid for the shorter of the following lengths of time:

- (A) The period between the date of application and the end of the thirty (30) day grading period following the next examination that is available to the provisional certificate nominee.
- (B) One (1) year.

To apply for a provisional license:

- (1) Submit a letter, following the requirements in 327 IAC 5-22-13, from the owner or governing body of the facility requesting the provisional license;
- (2) Complete the exam application; AND,
- (3) Pay the \$30 application fee.

What is reciprocity?

The certification rule (327 IAC 5-22-13) states:

- (b) *The commissioner may issue a certificate by reciprocity as outlined in IC 13-18-11-9 if the following conditions are met:*
 - (1) *A person seeking reciprocal certification submits an application for such a certificate that includes the following:*
 - (A) *Proof of current certification.*
 - (B) *Classification of the applicant*
 - (2) *A person from another state seeking a certificate by reciprocity earns the number of continuing education contact hours for future renewal periods in the time period required by section 15 of this rule though no continuing education contact hours shall be required at the time of conferring the reciprocal certification.*

Reciprocity allows a certified operator to obtain an equivalent certification license in another state. In order for reciprocity to occur, both states must agree to recognize the licenses granted by each other. For example, Indiana currently will grant an equivalent Indiana license based on a current Illinois license in good standing. Illinois currently will grant an equivalent Illinois license based on a current Indiana license in good standing. This is reciprocity. Reciprocity between two states can change quickly. So it is very important to discuss reciprocity with the certification officer near the time that you plan to apply.

To apply for reciprocity:

- 2) Contact the state that issued your license and ask if that state will grant reciprocity to Indiana operators. While this is not required, we recommend that you do it because the application fee is not refundable. If the state will not grant reciprocity to Indiana operators, your application will be denied.
 - a) Submit the application for Wastewater Treatment Plant Operator Certification by Reciprocity; AND
 - b) Submit \$30 application fee to the address specified in the reciprocity application form.

How are reciprocity applications reviewed?

- 1) After receiving the application and fee, IDEM will send a questionnaire to the certification officer of the issuing state and request that they certify that you possess a current certification in good standing. We also request a copy of the issuing state's certification rule.
- 2) Once the questionnaire and certification rule have been returned to the Indiana certification officer, the application will be reviewed in accordance with 327 IAC 5-22.

Can an operator obtain a Class I or Class A certification based on another license?

YES - 327 IAC 5-22-11(g)(2) and (3) state that:

- (2) *A certified operator holding a valid non-industrial wastewater treatment certificate for Class I, Class II, Class III, or Class IV may obtain a Class A industrial certificate without examination by submitting an application required by subsection (b) for the Class A certificate.*
- (3) *A certified operator holding a valid industrial certificate for Class A, Class B, Class C, or Class D may obtain a Class I non-industrial certificate without examination by submitting an application required by subsection (b) for the Class I certificate.*

What is the Operator-in-Training certification?

The Operator-in-Training (O-I-T) certification is available to operators who have three months of acceptable experience or who have completed an acceptable training course in wastewater treatment. A certification exam is NOT required for this classification. The O-I-T is valid for one year and cannot be renewed or re-issued. There are no continuing education requirements. Operators are not required to hold an Operator-in-Training certification prior to holding any other certification.

What about exam prep courses?

The State of Indiana does not require any certain training course prior to sitting for a certification exam. There are many exam prep courses available from private training providers, educational facilities and professional associations in addition to the correspondence courses offered by California State University, Sacramento. Statistics regarding exam passing rates by municipal/industrial; geographic region; exam level; and, question category are available to training providers and the public upon request. Contact the certification officer for more information.

How do I start preparing for a certification exam?

The best place to begin preparation for a certification exam is with the **Exam Book List**, available online at www.IN.gov/idem/water/compbr/oaps/wwcert.html and by calling or writing any certification staff member. The Exam Book List specifies the reference books used to prepare each of the ten certification exams. Completed applications to sit for a certification exam should be mailed to the address on the application:

Indiana Department of Environmental Management
Cashier's Office
100 North Senate Avenue, P.O. Box 7060
Indianapolis, Indiana 46207-7060

with the \$30 non-refundable application fee. Please note that the application fee is not refundable even if you are determined ineligible to sit for an exam.

How do I obtain exam reference books?

This information is found on page two of the Exam Book List. Reference books may be obtained from a variety of sources including: the Water Environment Federation (WEF); California State University, Sacramento; the U.S. EPA; and IDEM. Several of these documents may be obtained on-line, with the appropriate Web addresses specified on the book list.

How much time does it take to prepare for a certification exam?

Once all the applicable reference books and study guides have been obtained, the certification office and wastewater training providers generally recommend a minimum of sixty (60) days advance preparation time for a certification exam.

Is it possible to take more than one exam on test day?

Yes, it is possible to take one municipal and one industrial exam on test day. The examinee must submit a separate application and fee for each exam.

If I have registered to sit for an exam, and can't take the test, how do I cancel my registration?

327 IAC 5-22-11 states:

(d) A person who has been notified and scheduled to take an examination:

(1) may submit a written request to the commissioner for a postponement to take the examination one (1) offering later than the examination granted by the commissioner if:

(A) the postponement for a nonemergency reason is requested no later than fourteen (14) days prior to the examination date noticed to the applicant under subsection (c)(2);

(B) the postponement request for an emergency reason is submitted as soon as conditions of the emergency warrant;

(C) the applicant provides the commissioner an explicit description of extenuating circumstances necessitating the requested postponement; and

(D) the applicant understands that only one (1) postponement shall be allowed; or

(2) will be considered to have failed that examination if one (1) of the following occurs:

(A) the person does not attend the examination and has not requested a postponement according to subdivision (1).

(B) The person is caught cheating on an examination, an occurrence that will make an applicant ineligible to take any operator certification examination for a period of two (2) years following the examination date of the incidence of cheating.

How do I maintain my certification?

Certified operators are required to earn continuing education contact hours. (Ten contact hours equal one continuing education unit or C.E.U.)

Certifications must be renewed every two years on or before the first day of July.

- IDEM is required to mail the certification card renewal notification at least thirty days prior to the expiration of the certification card and to the last known address filed with the commissioner.

Renewing your certification card:

- The continuing education requirements must be met
- A renewal is submitted on or before the first day of July of the biennial period for which a certification card is to be issued; and
- The notice is signed and returned by the certified operator to the commissioner.

For each two-year renewal period, the following continuing education contact hours are required:

- | | |
|--------------------------------|------------------------------------|
| • Operator-in-Training (O-I-T) | none (certification not renewable) |
| • Class I-SP & A-SO | 5 contact hours |
| • Class I, A, II & B | 10 contact hours |
| • Class III, C, IV & D | 20 contact hours |

Application for the approval of courses for continuing education credit may be made to the Continuing Education Coordinator.

If my license expires, can I reinstate it?

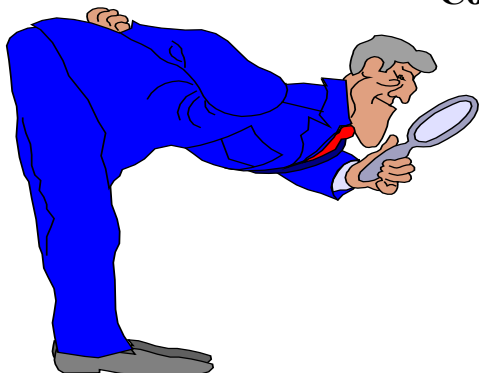
Yes, Indiana law gives operators a three-year grace period to reinstate their certification without reexamination.

The agency may reinstate the certification if the certified operator:

- Submits payment of any arrearage of fees;
- Submits payment of the current renewal fee;
- Fulfills arrearage of continuing education credit requirements; AND
- Is current in meeting continuing education credit requirements.

If the operator fails to renew a certificate for three (3) successive years, the operator must reapply and retest in accordance with certification rule 327 IAC 5-22 to become recertified. If the certification rule changes during the period when an operator has allowed a license to lapse, that operator may no longer be qualified to sit for the same exam as before.

Remember that once your license expires, you are no longer certified, even though you are in the three-year grace period. Operators in the three-year grace period may not act in responsible charge of a wastewater treatment facility, sign self-monitoring reports or prepare reports under their expired certification.



Continuing Education Requirements for Certified Wastewater Treatment Operators 327 IAC 5-22-14 and 15

Please carefully review the requirements below for the 70% technical and the 30% nontechnical (maximum) continuing education contact hours.

PLEASE NOTE:

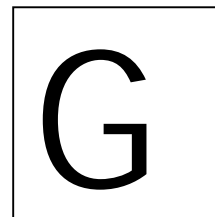
- 1) For each 2-year renewal period, the following continuing education hours are required prior to certification renewal:
 - Class A-SO and I-SP operators need a total of 5 contact hours.
 - Class A, B, I and II operators need a total of 10 contact hours.
 - Class C, D, III and IV operators need a total of 20 contact hours.
- **At least seventy percent (70%) of the required hours must come from the technical category of continuing education courses that deal with technical matters related directly to wastewater treatment.**
- **No more than thirty percent (30%) of the required hours shall come from the nontechnical category of continuing education courses that deal with general matters related to the responsibilities of a certified operator.**

- 2) Training providers must submit an application and receive continuing education course approval from IDEM prior to publicly offering a wastewater continuing education course. Please visit our Web site for a copy of the revised wastewater training course approval form. A copy is also included in this manual. A certified operator may also submit a completed training course application to IDEM prior to or within thirty (30) days of course completion along with written proof of attendance at the course. Course approvals are date and location specific.

The course must deal with one or more of the following:

- Technical matters related directly to wastewater treatment.
- General matters related to the responsibilities of a certified operator.

Please direct any questions or comments about the Wastewater Continuing Education Program to the Continuing Education Coordinator at (800) 451-6027, (317) 232-8670 or ngreen@dem.state.in.us.



Your Continuing Education Questions Answered

Wastewater Continuing Education Course Approvals and Credit Hours FAQs

The following are frequently asked questions (FAQ's) about the current wastewater continuing education requirements, answers from IDEM staff, and references to where these requirements can be found in the wastewater certification rule.

The applicable requirements are found in the Indiana Administrative Code (IAC) – 327 IAC 5-22 – “Classification of Wastewater Treatment Plants: Examination and Certification of Operators.” The wastewater certification rule was revised in late 2000 and is now separate from the requirements for drinking water course approval and operator certification.

How do I get a training course approved for wastewater credit?

The course approval process required by 327 IAC 5-22-16 is relatively straightforward. Applications for training course approval, which can be found on IDEM's Web site at www.in.gov/ideM/water/compbr/oaps/wwcert.html, must be submitted by the training course provider (instructor or organization) at least sixty (60) days prior to the course.

A certified operator may also submit a complete training course approval application to IDEM prior to or within thirty (30) days of course completion along with written proof of attendance at the course.

To apply for training course approval, an applicant must complete the application for training course approval; attach the course content information, including the amount of time spent on each topic; and a bio or resume of the instructor and mail to:

Wastewater Continuing Education Coordinator
IDEM - Office of Water Quality
P.O. Box 6015
Indianapolis, Indiana 46206-6015

Can I reuse a course approval number for the same class in the future?

327 IAC 5-22-16(a)(1)(D) specifies that when applying for course approval, the application MUST contain the "...dates and locations where the course will be offered."

YES – if the same class is offered on multiple dates and locations AND all the dates and corresponding locations are provided in the training course approval application. The course approval letter issued by IDEM will list the specific date(s) and location(s) submitted by the training course provider in the course approval application.

NO – if the training course provider plans to offer the course on a date/location NOT included in a previous training course application and not reflected in a previous course approval letter. In this case, a new training course application should be submitted, a new course approval number will be assigned, and the approval letter sent by IDEM.

What types of courses are acceptable for wastewater continuing education hours?

The rule requires that the course deal with one or more of the following:

- 1) **Technical matters related directly to wastewater treatment**
(e.g., activated sludge, BOD testing, infrastructure security, etc.)
- 2) **General matters related to the responsibilities of a certified operator**
(e.g., confined space entry, bloodborne pathogens, lockout/tagout, pollution prevention, etc.)

Note: 327 IAC 5-22-15(c) requires that a minimum of seventy percent (70%) of the required continuing education hours shall be obtained from the technical category of approved continuing education courses. No more than thirty percent (30%) of the required continuing education hours shall be obtained from non-technical subject matter. For example: A Class II operator earns ten (10) contact hours for a general computer course. Three (3) contact hours may be applied toward this operator's certification renewal. The operator still must earn seven (7) contact hours in an approved technical course. Or, a Class D operator takes a twenty (20) hour technical course. All twenty (20) hours can apply toward the certification renewal. The operator is not required to attend any other continuing education courses for this renewal period.

Is there a list of pre-approved courses that I can obtain from IDEM?

NO - IDEM currently does not provide a periodic listing of pre-approved course names, dates and locations. However if you contact our office, we can provide certified operators with a partial listing of trade associations and other course providers and their contact information. It is left up to the certified operators to contact these groups to inquire about any upcoming wastewater continuing education courses. Many of these associations also maintain Web sites that include announcements of upcoming courses with prior or pending approval from IDEM for their specific courses.

When I complete a course, who should send my signed credit reporting form to IDEM so I'll receive credit for the course hours?

327 IAC 5-22-17(c)(2) requires the training course provider to submit the properly completed and signed credit reporting forms to IDEM within thirty days of the conclusion of the continuing education course and to maintain records of all continuing education courses for a period of five (5) years following the completion of each course. IDEM recommends that the certified operator receive a copy of the signed credit reporting form from the course provider for their records.

Can I receive partial credit for a course if I arrive late or leave early?

NO - 327 IAC 5-22-16(e) states, "Partial credit shall not be given to instructors, speakers, or students participating in less than a complete wastewater treatment continuing education course."

Can I receive continuing education credits for attending trade association conferences or workshops?

YES – there are several trade association conferences or workshops that may be eligible for receiving training course approval. In such instances, the training providers are urged to work with IDEM in advance to determine which sessions of the conference are pertinent to technical matters related to wastewater treatment or general matters related to the responsibilities of a certified operator. These providers must also develop a method of attendance monitoring to precisely verify which sessions of the conference the certified operator attended for credit. Once this has been done, IDEM can complete its review of the training course application and issue a course approval number for all or part of the conference.

About IDEM (www.IN.gov/idem)

Central File Room

IDEM's Central File Room was created as a convenience to members of the public, and to IDEM staff. The Central File Room contains the types of IDEM public records that are most frequently requested for inspection and copying. The Central File Room is located at 100 North Senate Avenue, in the Indiana Government Center North Building, 12th Floor East, Room 1201, in Indianapolis. This file room includes land, air and water files. The file room is open to the public Monday through Friday, 8:30 a.m. to 4:30 p.m. EST except State holidays. In addition to the main offices in the IGCN, IDEM has two other Indianapolis offices and three regional offices. Each of these other offices house some public records that are not available in the Central File Room. Files located outside of the Central File Room are currently as follows:

- Office of Air Quality – Monitoring and Quality Assurance
Air Monitoring Branch
Western Select Properties, 2525 North Shadeland Avenue, First Floor, Indianapolis, IN 46219
- Office of Pollution Prevention and Technical Assistance -- Community Right to Know – Toxic Release Inventory records (SARA Title III, Section 313); Governor's Awards for Excellence in Recycling; Governor's Awards for Excellence in Pollution Prevention; Indiana Recycling Grants Program grant files, Pollution Prevention grant
Indiana State Teacher's Association Building (ISTA Building)
150 West Market Street, Suite 703, Indianapolis, IN 46204

- Office of Water Quality – Drinking Water Files
Drinking Water Branch
Western Select Properties, 2525 North Shadeland Avenue, Second Floor, Indianapolis
- Northern Indiana – Air, Water and Waste Records for the region
Northern Regional Office
220 West Colfax Avenue, Suite 200, South Bend, IN 46601
- Northwest Indiana – Air, Water and Waste Records for the region
Northwest Regional Office
NBD Bank Building, 504 Broadway, Suite 418, Gary, IN 46402
- Southwest Indiana – Air, Water and Waste Records for the region
Southwest Regional Office
208 N.W. 4th Street, Suite 201, Evansville, IN 47708

Data Management Section – Office of Water Quality

The Data Management Section, in addition to other duties:

- Processes all reporting requirements for NPDES permits
- Maintains the Office of Water Quality Web site
- Enters and extracts data from the U.S. EPA's Permit Compliance System (PCS) that includes:
 - General Permit Facilities
 - Industrial Major Facilities
 - Operational Permit Facilities
 - State and Federal Facilities
 - Storm Water Permit (Rule 5 & 6) Facilities
 - Unpermitted Dischargers

Operator Assistance and Pretreatment Section – Office of Water Quality

Certification and Continuing Education Group

This group is responsible for administration of the wastewater certification exams, provisional and reciprocal certifications, receipt and tracking of continuing education credit reports, training course approvals, certification renewals, etc.

Pretreatment Group

This group is responsible for implementing the state pretreatment program rules and working with U.S. EPA Region 5 to administer the national pretreatment requirements in Indiana. The national pretreatment standards consist of two sets of rules, prohibited discharge standards and categorical pretreatment standards.

There are currently 45 pretreatment cities in Indiana that run local pretreatment programs. If you are discharging process wastewater to one of these POTWs, you must apply for a discharge permit from that local program. Each program does its own permitting, inspecting, sampling and enforcement. The POTW shall control, through permits or other control mechanism, the contribution to the POTW from each Significant Industrial User [40 CFR 403.8 (f)(iii)]. IDEM oversees each program by performing occasional audits.

Categorical dischargers and Significant Industrial Users not located in a pretreatment city must apply to IDEM for an Industrial Wastewater Pretreatment (IWP) permit and must meet the specific requirements in an issued permit. These permits are prepared by staff in the pretreatment group. Please see *Part III. Permits* of this manual for more information.

Technical Assistance Group

Technical staff provide on-site, hands-on assistance in the proper operation of wastewater treatment plants. They also provide management assistance and promote the involvement of community officials in the operation of wastewater plants. The objective of the 104-g-1 technical assistance program is to assist community wastewater treatment plants (less than 5.0 MGD) in complying with the requirements of the NPDES permit. Laboratory technical assistance is provided to operators by phone, online at www.IN.gov/idem/water/compbr/oaps/qaqlabs.pdf in the form of the QA/QC Methods Manual for Wastewater Laboratories, and by occasional facility audits. Laboratory technical assistance staff also conduct various quality assurance/quality control projects and operations and maintenance award programs.

Permits Sections – Office of Water Quality

National Pollutant Discharge and Elimination System (NPDES) permits are required for the discharge of municipal and industrial pollutants to waters of the state. Please see *Part III. Permits* of this manual for more information.

Wet Weather Section – Office of Water Quality

Storm Water Group

The Storm Water Group manages the permitting of large municipal storm water dischargers, storm water associated with industrial activity (Rule 6) and storm water associated with construction activity (Rule 5).

- Rule 5: Storm Water Run off Associated with Construction Activity
Under Phase I, requirements of the rule apply to all persons who are involved in construction activity (which includes clearing, grading, excavating and other land disturbing activities) that results in the disturbance of five acres or more of land area.
- Rule 6: Storm Water Run off Associated with Industrial Activity
 - a) Under Phase I, requirements of this rule apply to specific categorical industrial facilities that have a point source discharge of storm water associated with industrial activity from their facility.
 - b) Under Phase II, this rule will include an expansion of the “No Exposure Certification” exemption for any designated industries.
- Rule 13 (Proposed): Storm Water Run off Associated with Municipal Separate Storm Sewer Systems (MS4s)
 - a) Permitted MS4 areas are defined by concentrated population, with the permit objective being to protect and/or improve the quality and quantity of storm water run off from conveyance systems (i.e. – piping, ditches, etc.)
 - b) Under Phase I, this general permit rule was not needed. Phase I dealt with the MS4 areas serving an urbanized population greater than 100,000 people. Only the City of Indianapolis met Phase I criteria, and was issued an individual permit under Phase I.
 - c) Under Phase II, Rule 13 will be written to potentially include MS4 areas serving an urbanized population greater than 7,000 people.

Combined Sewer Overflow Group

The Combined Sewer Overflow Group augments the NPDES Municipal permitting program by implementing a strategy for the maintenance and management of combined sewer collection systems. The primary objective of this group is to insure the minimization of impacts to waters of the state from combined sewer overflows (CSOs).

Compliance Section – Office of Water Quality

The Compliance Evaluation Section is responsible for receiving and logging bypass/overflow reports, administering the sewer ban program, and evaluating the compliance of wastewater treatment facilities with their NPDES permits and addressing instances of non-compliance.

Inspections Section – Office of Water Quality

IDEM is responsible for tracking the compliance of wastewater treatment facilities to the NPDES rules & regulations. IDEM employs field inspectors who are responsible for site visits to wastewater plants for the purpose of observing NPDES compliance. Facility inspections are usually performed at a facility every year. Plants that are having compliance problems may receive inspections more frequently.

Inspections are conducted without prior notification, in order for the inspector to see normal operating conditions, with no opportunity for facility staff to “fine tune” or spruce up for a visit.

So what does an inspector want to see in particular whenever he/she visits for an inspection? Most NPDES inspections follow a predetermined format that is set by guidance from EPA. The NPDES permit for each wastewater facility specifies a certain set of conditions that must be met in order to assure the discharge of pollutants to the waterway is minimal. The self-monitoring program for each plant is the foundation for proper evaluation of facility compliance. The inspector will focus first on whether the operation and maintenance at the plant does assure a reliable self-monitoring program.

In order to assess the self-monitoring program, the inspector will ask to review monitoring records. All monitoring records must be kept on site for a minimum of three years. Monitoring records include state reports, sample reports or bench sheets, chain of custody sheets, operator log sheets, flow measurement records, calibration records, and other miscellaneous reports. These reports and records must be clear, concise, and include all information required by the NPDES permit.

The inspector will be interested in determining whether the data included on the reports can be judged reliable. In order to do that, he/she will examine lab procedures and equipment, sampling procedures and equipment, on-line monitoring instruments, and operation and maintenance procedures of all pumps and treatment units.

At wastewater plants with particular problems maintaining compliance, the inspector may attempt to locate and identify the source of the problems or an IDEM operator assistance specialist may be contacted to work with plant staff to solve compliance problems.

Facility Construction Section – Office of Water Quality

Indiana Administrative Code 327 IAC 3, “Wastewater Treatment Facilities; Issuance of Permits; Construction and Permit Requirements” establishes requirements and procedures for obtaining construction permits for the construction or modification of sanitary sewers and wastewater treatment facilities. Also included in this rule are technical standards for the design and installation of sanitary sewers.

The rule, per 327 IAC 3-2-1, requires that construction permits be obtained prior to the start of construction, installation or modification of any water pollution treatment/control facility or sanitary sewer. There are specific exclusions to the requirement of a construction permit listed in 327 IAC 3-2-4 “Exclusions”.

All projects for new sanitary sewers or extensions of existing sanitary sewers (including lift stations and force mains) require an issued permit. Only house connections (laterals) for single family homes are always excluded from permit requirements. Building connections for other types of individual buildings are also excluded provided that they will not convey toxic waste or other pollutants that would require pretreatment prior to discharge to the receiving wastewater treatment facilities.

All projects for new wastewater treatment facilities require a permit; however, modifications to existing facilities may not. A permit is not required if the modification meets the exclusion described in 327 IAC 3-2-4(11). In general, this exclusion applies to normal maintenance and the replacement of equipment. It includes the addition of new equipment or structures that will not be used to increase the existing treatment capacity of the existing facility. Any modification that would enable the treatment of additional flow or pollutant load would require a permit.

The rule also requires that projects for which permits must be issued, the design must be certified (stamp on plans and specifications) by a professional engineer or land surveyor (land surveyor for gravity sewer projects only) who is registered in Indiana. This certification is intended to assure that the design complies with all required standards.

Section 401 Water Quality Certification Program – Office of Water Quality

The Indiana Department of Environmental Management (IDEM) administers the Section 401 Water Quality Certification (WQC) Program. IDEM regulates the placement of fill materials, excavation, and mechanical clearing of wetlands and other water bodies. IDEM draws its authority from the federal Clean Water Act and from Indiana’s water quality standards.

IDEM regulates activities in conjunction with the U.S. Army Corps of Engineers. Any person who wishes to place fill materials, excavate or dredge, or mechanically clear (use heavy equipment) within a wetland, lake, river, or stream must first apply to the Corps of Engineers for a Section 404 permit. If the Corps of Engineers decides a permit is needed, then the person must obtain a Section 401 Water Quality Certification from IDEM.

IDEM reviews the proposed activity to determine if it will comply with Indiana’s water quality standards. IDEM will require that the applicant avoid impacts, minimize impacts, and provide compensatory mitigation for adverse impacts to wetlands and other waters. IDEM will deny water quality certification if the activity will cause adverse impacts to water quality, such as cases where the preceding steps are not followed or cases where compensatory mitigation cannot offset adverse impacts to water quality. A person may not proceed with a project until they have received a certification from IDEM.

State Revolving Fund Loan Program

Purpose

The purpose of the Wastewater & Drinking Water State Revolving Fund (SRF) Loan Program is to administer low-interest loan programs created to assist Indiana communities with their wastewater and drinking water infrastructure improvement needs.

Eligibility

Cities, Towns, Counties, Regional Sewer/Water Districts, Conservancy Districts, and Water Authorities are eligible for this program. Also, as of July 1999, private and not-for-profit facilities are eligible for drinking water SRF loans.

Where Does the Money Come From?

The monies for the SRF program are generated by annual Capitalization grants from the Environmental Protection Agency (EPA) that provides eighty percent (80%) of the funding. The State of Indiana provides an additional twenty percent (20%) match. The EPA money and the State match money are then leveraged in the bond market so that Indiana can provide additional money for direct loans to communities.

How Does A Community Apply for SRF Assistance?

An eligible entity can submit an application to IDEM for SRF assistance anytime during the year. Project funding is contingent upon project readiness and funds availability.

What Types of Projects are Eligible for SRF Funding?

Any project where there is an existing pollution abatement need is eligible for SRF funding.

Wastewater projects include:

- Treatment plant improvements
- Sewer line extensions
- Upgrades
- Combined Sewer Overflow (CSO) corrections
- Infiltration / inflow projects

Drinking water projects include:

- Treatment plant improvements
- Water line extensions
- Upgrades
- Water towers

What Type of Projects are Ineligible for SRF Funding?

- Projects that are solely intended for economic development (i.e., induced growth)
- Projects that are primarily for fire suppression
- Stormwater projects that have no environmental benefits

What are the Loan Terms?

The SRF loan is a fixed twenty (20) year loan. Interest rates range from two and nine tenths percent (2.9%) to four and a half percent (4.5%) based on the applicant's Median Household Income (MHI) (as derived from the appropriate census) and local user rates. The State Budget Agency (SBA) will discuss the applicant's interest rate and other specific loan terms in detail once an application has been submitted.

Advantages

Financing through the SRF program has several key advantages:

- Terms of the loan are attractive. Federal law mandates below market interest rates.
- Loans have a twenty-year repayment period (which may be extended to thirty years for disadvantaged communities, please consult the SBA for specific eligibility criteria).
- Costs associated with the planning of the project (including engineering and financial planning) may be rolled into the loan.
- Supplemental Wastewater or Drinking Water Assistance Funds (in essence, forgivable loans) may be available to assist communities in the planning of their SRF wastewater or drinking water projects. Please check with the SBA for additional information.

Program Administration

Financing wastewater and drinking water projects requires unique partnerships. Program administrators, technical staff, and finance specialists must all work together to manage the State's resources and protect public health.

- Program administration and technical issues: IDEM
- Financial issues: State Budget Agency

The Water Pollution Control Board



The Water Pollution Control Board was established as an independent board under Indiana Code 13-18-1. State statutes provide authority for the water pollution control board to adopt rules regarding various water pollution matters. IC 13-18-3-2 provides the board the authority to adopt rules necessary for the implementation of the Federal Water Pollution Control Act and the Federal Safe Drinking Water Act. IC 13-18-3-1 provides the board the authority to adopt rules for the control and prevention of pollution in waters of Indiana and prevent any fish life or any beneficial animal or vegetable life from being destroyed or injured.

The board has eleven (11) members, a technical secretary, and a legal counsel. The technical secretary and legal counsel are not voting members of the board, and may not be state employees. There are three (3) ex officio representatives on the board, who represent other state agencies and interests in water regulations. The remaining eight (8) members are representatives of various constituencies, and are appointed by the governor. The procedure the board and the department must follow in adopting rules is also set out in statute, in IC 13-14-9.

Water Pollution Control Board information was obtained from the IDEM Web site. For current membership of the Water Pollution Control Board, please see the IDEM, Office of Water Quality Internet home page at www.IN.gov/idem/water

327 IAC 5-22

Rule 22. Classification of Wastewater Treatment Plants; Examination and Certification of Operators

327 IAC 5-22-1 Purpose

Authority: IC 13-14-8; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 1. The purpose of this rule is to establish:

- (1) a classification system of wastewater treatment plants; and
- (2) the criteria by which a person may become a certified wastewater treatment operator.

The intended result of this rule is to promote excellence among wastewater treatment operators for the ultimate goal of protecting Indiana waters receiving treated wastewater discharged from wastewater treatment plants. (*Water Pollution Control Board; 327 IAC 5-22-1; filed Nov 20, 2000, 4:07 p.m.: 24 IR 963*)

327 IAC 5-22-2 Applicability

Authority: IC 13-14-8; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 2. The requirements of this rule apply to a person who works at a wastewater treatment plant in the capacity of a wastewater treatment operator. (*Water Pollution Control Board; 327 IAC 5-22-2; filed Nov 20, 2000, 4:07 p.m.: 24 IR 963*)

327 IAC 5-22-3 Definitions

Authority: IC 13-14-8; IC 13-18-11-13

Affected: IC 13-11-2; IC 13-18-11

Sec. 3. In addition to the definitions contained in IC 13-11-2 and 327 IAC 1, the following definitions apply throughout this rule:

- (1) "Acceptable experience" means employment in the actual hands-on operation of a wastewater treatment plant. Experience in wastewater treatment plant maintenance will be given fifty percent (50%) credit for operational experience for those employed solely in this area. Experience in wastewater laboratory will be given full credit for operational experience for those employed solely in this area.
- (2) "Applicant" means a person seeking certification as a wastewater treatment operator, whether or not the person is currently employed as an operator.
- (3) "Application" means a written request for certification under this rule addressed to the commissioner.
- (4) "Certificate" means an appropriate document containing the following information:
 - (A) Affirmation that the named person has fulfilled the requirements, including receiving a passing examination grade, necessary for the operation of the wastewater treatment plant or collection system for which application was made.
 - (B) The treatment plant classification that may be operated under the issued certificate.
 - (C) The date of issuance.
 - (D) An identification number unique to each certificate document.
- (5) "Certification card" means a card issued to a person who has fulfilled the requirements to be a wastewater certified operator and contains the following information:
 - (A) The name and certificate number of the person.
 - (B) The classification of wastewater treatment plant that the named person may operate.
 - (C) An expiration date.
- (6) "Certified operator" means a person who has:
 - (A) met the requirements of this rule; and
 - (B) a valid certificate for wastewater treatment.
- (7) "Contact hour" means a fifty (50) to sixty (60) minute instructional session involving a qualified instructor or lecturer. Ten (10) contact hours equals one (1) continuing education unit (CEU).
- (8) "Design population equivalent" means the PE for which the plant is designed.
- (9) "Population equivalent" or "PE" means the calculated population that would contribute the same amount of biochemical oxygen demand (BOD) per day using the base of seventeen-hundredths (0.17) pound of five (5) day BOD per capita per day.
- (10) "Responsible charge" means the person responsible for the overall daily operation, supervision, or management of a water or wastewater facility. In Class III, IV, C, or D plants, the individual supervising and responsible for a major section of the plant or an operating shift may be credited with responsible charge experience.
- (11) "Training provider" means a person or organization that conducts or presents a course training session approved under this rule.

(*Water Pollution Control Board; 327 IAC 5-22-3; filed Nov 20, 2000, 4:07 p.m.: 24 IR 963*)

327 IAC 5-22-4 Classification of wastewater treatment plants; nonindustrial treatment plants

Authority: IC 13-14-8; IC 13-18-11-2; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 4. A nonindustrial wastewater treatment plant shall be classified into one (1) of five (5) classifications based on the design population equivalent of the plant according to the following:

- (1) Class I-SP includes all waste stabilization ponds, whether controlled discharge or continuous discharge, regardless of flow.
- (2) Class I includes plants having a design population equivalent of less than two thousand (2,000).
- (3) Class II includes plants having a design population equivalent equal to or greater than two thousand (2,000) and less than ten thousand (10,000).
- (4) Class III includes plants having a design population equivalent equal to or greater than ten thousand (10,000) and less than forty thousand (40,000).
- (5) Class IV includes plants having a design population equivalent greater than forty thousand (40,000).

(Water Pollution Control Board; 327 IAC 5-22-4; filed Nov 20, 2000, 4:07 p.m.: 24 IR 964)

327 IAC 5-22-5 Classification of wastewater treatment plants; industrial treatment plants

Authority: IC 13-14-8; IC 13-18-11-2; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 5. (a) An industrial wastewater treatment plant shall be classified into one (1) of five (5) classifications based on the type of treatment provided, design population equivalent, and the average daily flow according to the following:

- (1) Class A-SO includes industrial treatment plants having the following:
 - (A) Primary solids removal facilities, such as settling tanks, settling ponds, sand filters, or screens, used only for removal of settleable inorganic solids.
 - (B) Tanks, ponds, centrifuges, or other facilities used to separate floatable oils and solids.
 - (C) Simple pH neutralization may be included.

Wastewater flow is not a limiting factor in the classification of this type of industrial treatment plant.

- (2) Class A includes industrial treatment plants having the following:
 - (A) Secondary treatment facilities, such as:
 - (i) waste stabilization ponds whether anaerobic or aerobic;
 - (ii) trickling filter;
 - (iii) activated sludge-type treatment plants;
 - (iv) aerated lagoons; or
 - (v) other biological treatment facilities that treat wastewater loads of less than two thousand (2,000) design population equivalent.
 - (B) Spray, broad, or ridge and furrow irrigation facilities that treat a wastewater flow of less than two hundred thousand (200,000) gallons per day.
- (3) Class B includes industrial treatment plants having the following:
 - (A) Secondary treatment facilities, such as:
 - (i) waste stabilization ponds whether anaerobic or aerobic;
 - (ii) trickling filter;
 - (iii) activated sludge-type treatment plants;
 - (iv) aerated lagoons; or
 - (v) other biological treatment facilities that treat wastewater loads equal to or greater than two thousand (2,000) design population equivalent and less than ten thousand (10,000) design population equivalent.
 - (B) Spray, broad, or ridge and furrow irrigation facilities that treat a wastewater flow equal to or greater than two hundred thousand (200,000) gallons per day and less than one million (1,000,000) gallons per day.
 - (C) Chemical treatment facilities that process or treat wastewater flow of less than fifty thousand (50,000) gallons per day using one (1) of the following methods:
 - (i) Cyanide destruction.
 - (ii) Chromium reduction.
 - (iii) Acid or alkali neutralization.
 - (iv) Coagulation and flocculation.
 - (v) Air flotation.
 - (vi) Air stripping.
 - (vii) Wet air oxidation.
 - (viii) Ion exchange.
 - (ix) Ultrafiltration.
 - (x) Reverse osmosis.
 - (xi) Activated carbon filtration.

(4) Class C includes industrial treatment plants having the following:

(A) Secondary treatment facilities such as:

- (i) waste stabilization ponds whether anaerobic or aerobic;
- (ii) trickling filter;
- (iii) activated sludge-type treatment plants;
- (iv) aerated lagoons; or
- (v) other biological treatment facilities that treat wastewater loads equal to or greater than ten thousand (10,000) design population equivalent and less than forty thousand (40,000) design population equivalent.

(B) Spray, broad, or ridge and furrow irrigation facilities that treat a wastewater flow equal to or greater than one million (1,000,000) gallons per day and less than four million (4,000,000) gallons per day.

(C) Chemical treatment facilities that process or treat wastewater flow equal to or greater than fifty thousand (50,000) gallons per day and less than two hundred thousand (200,000) gallons per day using one

(1) of the following methods:

- (i) Cyanide destruction.
- (ii) Chromium reduction.
- (iii) Acid or alkali neutralization.
- (iv) Coagulation and flocculation.
- (v) Air flotation.
- (vi) Air stripping.
- (vii) Wet air oxidation.
- (viii) Ion exchange.
- (ix) Ultrafiltration.
- (x) Reverse osmosis.
- (xi) Activated carbon filtration.

(5) Class D includes industrial treatment plants having the following:

(A) Secondary treatment facilities such as:

- (i) waste stabilization ponds whether anaerobic or aerobic;
- (ii) trickling filter;
- (iii) activated sludge-type treatment plants;
- (iv) aerated lagoons; or
- (v) other biological treatment facilities that treat wastewater loads equal to or greater than forty thousand (40,000) design population equivalent.

(B) Chemical treatment facilities that process or treat a wastewater flow equal to or greater than two hundred thousand (200,000) gallons per day using one (1) of the following methods:

- (i) Cyanide destruction.
- (ii) Chromium reduction.
- (iii) Acid or alkali neutralization.
- (iv) Coagulation and flocculation.
- (v) Air flotation.
- (vi) Air stripping.
- (vii) Wet air oxidation.
- (viii) Ion exchange.
- (ix) Ultrafiltration.
- (x) Reverse osmosis.
- (xi) Activated carbon filtration.

(C) Deep well disposal systems, thermal evaporators, or incinerators used in conjunction with liquid waste disposal.

(D) Two (2) or more wastewater treatment plants at one (1) industrial site if each independent wastewater treatment plant is classified as a Class B or C wastewater treatment plant.

(E) An industry utilizing a highly complex wastewater treatment method.

(b) If an industrial wastewater treatment plant has more than one (1) treatment process despite having only one (1) wastewater treatment plant, that industrial wastewater treatment plant shall be classified into the classification of the most complex component of wastewater treatment performed in relation to the following factors:

- (1) Secondary treatment PE.
- (2) Spray irrigation volume.
- (3) Chemical treatment volume.

(Water Pollution Control Board; 327 IAC 5-22-5; filed Nov 20, 2000, 4:07 p.m.: 24 IR 964)

327 IAC 5-22-6 Classification of wastewater treatment plants; reclassification

Authority: IC 13-14-8; IC 13-18-11-2; IC 13-18-11-13

Affected: IC 13-18-11

- Sec. 6. (a) A wastewater treatment plant may be reclassified by the commissioner if a change occurs to the wastewater treatment plant's operation, treatment process, or influent wastewater. The commissioner shall do the following:
- (1) Consider reclassification of a wastewater treatment plant based upon information supplied by the governing body or owner in a construction permit application for modification.
 - (2) Give written notice of a reclassification to the governing body or owner and to the certified operator in responsible charge indicating the following:
 - (A) The classification of certified operator that is necessary to supervise the reclassified wastewater treatment plant.
 - (B) A date by which time a certified operator required according to clause (A) must be in responsible charge of the reclassified wastewater treatment plant.
 - (b) A wastewater treatment plant may be reclassified by the commissioner if one (1) of the following situations exists:
 - (1) The wastewater treatment plant utilizes special or complex equipment or features of design requiring more difficult operation.
 - (2) The wastewater is unusually difficult to treat.
 - (3) More than ordinary chemical or bacteriological controls are required.
 - (4) An unusually high degree of skill is required in the operation of the wastewater treatment plant to assure continuous production of effluent that meets the water quality requirements of the receiving stream and the national pollutant discharge elimination system (NPDES) permit limitations.

(Water Pollution Control Board; 327 IAC 5-22-6; filed Nov 20, 2000, 4:07 p.m.: 24 IR 965)

327 IAC 5-22-7 Qualifications of a certified operator

Authority: IC 13-14-8; IC 13-18-11-13

Affected: IC 13-18-11

- Sec. 7. (a) In order to become a wastewater treatment plant certified operator, a person must:
- (1) meet the minimum qualifications specified in subsection (b); and
 - (2) pass the wastewater treatment certification examination required by the commissioner unless exempted by statute or rule.
 - (b) Prior to applying to take the commissioner's wastewater treatment certification examination, a person must have the following qualifications:
 - (1) The educational skills necessary to:
 - (A) cipher fractions and decimals;
 - (B) read a linear scale;
 - (C) calculate volumes of simple shapes;
 - (D) make simple computations of multiplication and division;
 - (E) keep records;
 - (F) read and write the English language to the extent of interpreting service manuals and work orders and submitting written reports; and
 - (G) understand basic principles of science and sanitation.
 - (2) Experience acceptable to the commissioner in the field of wastewater treatment that:
 - (A) demonstrates the examination applicant's technical knowledge;
 - (B) can be verified based on information from available sources, primarily the applicant's wastewater treatment plant employer; and
 - (C) is the result of satisfactory accomplishment of wastewater treatment plant work measured from the date of employment of the applicant to the end of the thirty (30) day grading period following the examination.
 - (c) In accordance with 327 IAC 8-12-3.2(e), a grade WT3, WT4, and WT5 operator is qualified to apply for the appropriate wastewater treatment certification to treat wastewater from a water treatment plant provided the operator is certified to operate that classification of water treatment plant. *(Water Pollution Control Board; 327 IAC 5-22-7; filed Nov 20, 2000, 4:07 p.m.: 24 IR 965)*

327 IAC 5-22-8 Classification of certified operators

Authority: IC 13-14-8; IC 13-18-11-3; IC 13-18-11-13

Affected: IC 13-18-11

- Sec. 8. A wastewater treatment certified operator may possess a valid certification in one (1) or more of the following eleven (11) classes of certified operators:

- (1) Class operator-in-training (O.I.T.) is a class for both industrial and nonindustrial wastewater treatment plant operators to whom a certificate shall be issued for a nonrenewable, one (1) year period. In order to be an eligible examination applicant for this operator class, a person must have attained the following:
- (A) A high school diploma or equivalent education.
 - (B) Three (3) months of acceptable experience in a wastewater treatment plant or completion of an approved training course.
- (2) Class A-SO is a class for industrial wastewater treatment plant operators of Class A-SO wastewater treatment plants. In order to be an eligible examination applicant for this operator class, a person must have attained the following:
- (A) Completion of high school or equivalent education.
 - (B) One (1) year of acceptable experience in a wastewater treatment plant.
- (3) Class I and Class I-SP are classes for nonindustrial wastewater treatment plant operators and Class A is a class for industrial wastewater treatment plant operators. In order to be an eligible examination applicant for these operator classes, a person must have attained the following:
- (A) A high school diploma or equivalent education.
 - (B) One (1) year of acceptable experience at a wastewater treatment plant.
- (4) Class II is a class for nonindustrial wastewater treatment plant operators, and Class B is a class for industrial wastewater treatment plant operators. In order to be an eligible examination applicant for these operator classes, a person must have attained the following:
- (A) A high school diploma or equivalent education.
 - (B) Three (3) years of acceptable experience at a wastewater treatment plant.
- (5) Class III is a class for nonindustrial wastewater treatment plant operators, and Class C is a class for industrial wastewater treatment plant operators. In order to be an eligible examination applicant for these operator classes, a person must have attained the following:
- (A) A high school diploma or equivalent education.
 - (B) Three (3) years of acceptable experience at a wastewater treatment plant of one (1) of the following types:
 - (i) Class II.
 - (ii) Class III.
 - (iii) Class IV.
 - (iv) Class B.
 - (v) Class C.
 - (vi) Class D.
 - (C) Two (2) years of the three (3) years experience required by clause (B) must be in a position of responsible charge at a wastewater treatment plant of one (1) of the following types:
 - (i) Class II.
 - (ii) Class III.
 - (iii) Class IV.
 - (iv) Class B.
 - (v) Class C.
 - (vi) Class D.
- (6) Class IV is a class for nonindustrial wastewater treatment plant operators, and Class D is a class for industrial wastewater treatment plant operators. In order to be an eligible examination applicant for these operator classes, a person must have attained the following:
- (A) A college degree with a major in a science curriculum or an associate's degree in a curriculum related to wastewater treatment.
 - (B) At least five (5) years of acceptable experience at a wastewater treatment plant of one (1) of the following types:
 - (i) Class III.
 - (ii) Class IV.
 - (iii) Class C.
 - (iv) Class D.
 - (C) Two (2) years of the five (5) years experience required by clause (B) must be in a position of responsible charge at a wastewater treatment plant of one (1) of the following types:
 - (i) Class III.
 - (ii) Class IV.
 - (iii) Class C.
 - (iv) Class D.

(Water Pollution Control Board; 327 IAC 5-22-8; filed Nov 20, 2000, 4:07 p.m.: 24 IR 966)

327 IAC 5-22-9 Substitution of qualifications
 Authority: IC 13-14-8; IC 13-18-11-13
 Affected: IC 13-18-11

Sec. 9. Education and experience qualifications required by section 8 of this rule may be fulfilled through substitutions based on the following table:

Class	Education	Experience		Substitution of Experience for Responsible Charge	Substitution of Experience for Education
		Total Required	Substitutable		
O.I.T.	High school diploma or G.E.D.	3 months	3 months See Note (4)	---	See Note (2)
A-SO, A, I, and I-SP	High school diploma or G.E.D.	1 year	0	---	See Note (2)
B and II	High school diploma or G.E.D.	3 years	1 year See Note (1)	---	See Note (2)
C and III	High school diploma or G.E.D.	3 years at Class B, II, or higher and 2 years responsible charge	1 year See Note (1)	See Note (5)	See Note (2)
D and IV	College degree See Note (3)	5 years at Class C, III, or higher and 2 years responsible charge	2 years See Note (1)	See Note (5)	See Note (2)

Note (1): Sixteen (16) semester hours, twenty-four (24) credit hours, or twenty-four (24) continuing education units equals one (1) year of experience. There is no substitution of education for responsible charge experience. The portion of education that is applied toward substitution for experience cannot be used for the education requirement.

Note (2): One (1) year of experience equals two (2) years of high school or six (6) months of college. One (1) year of responsible charge experience equals one (1) year of college. The portion of experience that is applied toward substitution for education cannot be used for the experience requirement.

Note (3): One (1) year of college equals thirty-two (32) semester hours, forty-eight (48) credit hours, or four hundred eighty (480) contact hours.

Note (4): Three (3) months of experience may be substituted with the completion of a comprehensive course in wastewater treatment approved by the commissioner.

Note (5): Operational, responsible charge, and educational experience are interchangeable at the following ratios: Two (2) years of operational experience equals one (1) year of responsible charge experience. Two (2) years of operational experience equals one (1) year of college education or two (2) years of high school education. One (1) year of responsible charge experience equals one (1) year of college education or two (2) years of high school education. The portion of experience that is interchanged for another may not be used to satisfy any remaining experience requirement.

(Water Pollution Control Board; 327 IAC 5-22-9; filed Nov 20, 2000, 4:07 p.m.: 24 IR 967)

327 IAC 5-22-10 Responsibilities
 Authority: IC 13-14-8; IC 13-18-11-13
 Affected: IC 13-18-11

Sec. 10. (a) The owner or governing body of a wastewater treatment plant shall notify the commissioner when there is a change of the person serving as the certified operator in responsible charge of the wastewater treatment facility. The notification shall be made no later than thirty (30) days after a change in the operator.

(b) A certified operator may be designated as being in responsible charge of more than one (1) wastewater treatment plant if it can be demonstrated that the certified operator will give adequate supervision to all units involved. As used in this section, "adequate supervision" means that sufficient time is spent at the wastewater treatment plant on a regular basis to assure that the certified operator is knowledgeable of the actual operations and that test reports and results are representative of the actual operational conditions. (*Water Pollution Control Board; 327 IAC 5-22-10; filed Nov 20, 2000, 4:07 p.m.: 24 IR 968*)

327 IAC 5-22-11 Examination of applicants to become a certified wastewater treatment operator

Authority: IC 13-14-8; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 11. (a) A standardized examination prepared to reflect the duties and responsibilities required of each classification of wastewater treatment operator shall be:

(1) used to test knowledge, ability, and judgment of an applicant to become a certified wastewater treatment operator;

(2) conducted at least annually; and

(3) held at places and times established by the commissioner:

(A) with at least sixty (60) days advanced announcement; and

(B) except in such cases as may be declared necessary exceptions by the commissioner.

(b) A person wishing to be examined for wastewater treatment certification shall fulfill the following requirements:

(1) Complete an application on a form approved by the commissioner that:

(A) contains true and accurate information to the best of the applicant's knowledge; and

(B) is free of omissions and misrepresentations, either of which may result in rejection of the application or revocation of any certificate previously granted.

(2) Submit a completed application, with the necessary fee, to the commissioner not later than forty-five (45) days preceding the date of the examination.

(c) The commissioner shall:

(1) review an application and supporting documents concerning the eligibility of an applicant for wastewater treatment certification examination; and

(2) issue a written notification in the form of an admission slip providing the time and place of the examination to be presented by an applicant deemed eligible for examination.

(d) A person who has been notified and scheduled to take an examination:

(1) may submit a written request to the commissioner for a postponement to take the examination one (1) offering later than the examination granted by the commissioner if:

(A) the postponement for a nonemergency reason is requested no later than fourteen (14) days prior to the examination date noticed to the applicant under subsection (c)(2);

(B) the postponement request for an emergency reason is submitted as soon as conditions of the emergency warrant;

(C) the applicant provides the commissioner an explicit description of extenuating circumstances necessitating the requested postponement; and

(D) the applicant understands that only one (1) postponement shall be allowed; or

(2) will be considered to have failed that examination if one (1) of the following occurs:

(A) The person does not attend the examination and has not requested a postponement according to subdivision (1).

(B) The person is caught cheating on an examination, an occurrence that will make an applicant ineligible to take any operator certification examination for a period of two (2) years following the examination date of the incidence of cheating.

(e) Completed examinations shall be managed by the commissioner according to the following:

(1) Graded in a manner prescribed by the commissioner with a minimum result of seventy percent (70%) needed in order to pass the examination.

(2) The commissioner shall notify an applicant of the examination result:

(A) in writing; and

(B) no later than two (2) months after the date of the examination.

(3) Examination papers shall be retained by the commissioner with an opportunity afforded to an applicant notified of having failed the examination for review of the graded examination until a date ninety (90) days prior to the next scheduled examination if the applicant submits the following to the commissioner:

(A) A written request for review of the graded examination.

(B) A statement affirming the applicant's understanding that examination review does not include the right to copy, by any means, the examination or any portion of it.

(f) A person previously certified as a wastewater treatment operator under this rule but who has failed to meet the renewal requirements according to section 14 of this rule must fulfill the following:

- (1) Retake an examination.
- (2) Successful completion of continuing education requirements in the amount required for one (1) renewal period as specified in section 15 of this rule.
- (g) The following exceptions may allow a person to receive wastewater treatment certification without taking an examination:
 - (1) A person seeking wastewater treatment operator's certification by reciprocal recognition or on a provisional basis according to section 13 of this rule may file an application required by subsection (b) at the applicant's convenience, subject to expiration dates delineated in other sections of this rule.
 - (2) A certified operator holding a valid nonindustrial wastewater treatment certificate for Class I, Class II, Class III, or Class IV may obtain a Class A industrial certificate without examination by submitting an application required by subsection (b) for the Class A certificate.
 - (3) A certified operator holding a valid industrial certificate for Class A, Class B, Class C, or Class D may obtain a Class I nonindustrial certificate without examination by submitting an application required by subsection (b) for the Class I certificate.

(Water Pollution Control Board; 327 IAC 5-22-11; filed Nov 20, 2000, 4:07 p.m.: 24 IR 968)

327 IAC 5-22-12 Wastewater treatment operator certification fees

Authority: IC 13-14-8; IC 13-18-11-6; IC 13-18-11-13

Affected: IC 13-18-11-15

Sec. 12. (a) Fees for wastewater treatment operator certification shall be as follows:

- (1) Certification, including certificate \$30
- (2) Certification by examination for a new classification \$30
- (3) Biennial renewal fee \$30
- (b) An application fee will not be returned to an applicant who:
 - (1) is deemed by the commissioner to be ineligible for wastewater certification examination;
 - (2) does not receive a minimum score of seventy percent (70%) according to section 11(e)(1) of this rule; or
 - (3) has violated section 11(d)(2)(B) of this rule by cheating on the operator certification examination.

(Water Pollution Control Board; 327 IAC 5-22-12; filed Nov 20, 2000, 4:07 p.m.: 24 IR 969)

327 IAC 5-22-13 Certification; reciprocity; provisional certificate

Authority: IC 13-14-8; IC 13-18-11-13

Affected: IC 13-18-11-9

Sec. 13. (a) The commissioner shall issue a certificate designating competency in the appropriate certified operator's classification to each person who makes proper application if the applicant meets the necessary requirements of education and experience and has successfully completed a class appropriate examination. Upon successful completion of examination according to section 11 of this rule, the commissioner shall issue a certificate in the wastewater treatment operator classification for which the applicant was examined.

(b) The commissioner may issue a certificate by reciprocity as outlined in IC 13-18-11-9 if the following conditions are met:

- (1) A person seeking reciprocal certification submits an application for such a certificate that includes the following:
 - (A) Proof of current certification.
 - (B) Classification of the applicant.
- (2) A person from another state seeking a certificate by reciprocity earns the number of continuing education contact hours for future renewal periods in the time period required by section 15 of this rule though no continuing education contact hours shall be required at the time of conferring the reciprocal certification.
- (c) The commissioner may issue a provisional wastewater treatment operator's certificate if the following occur:
 - (1) The governing body or owner of a wastewater treatment plant submits a written request specifying a reason necessitating the provisional certification, including one (1) of the following:
 - (A) To fill a vacancy created by death.
 - (B) Resignation of the certified operator in responsible charge.
 - (C) Extended illness of the certified operator in responsible charge.
 - (2) The written request required by subdivision (1) provides the name, education, and experience of the person for whom the provisional certificate is requested.
 - (3) The provisional certificate nominee named under subdivision (2) submits, simultaneously with the request submitted under subdivision (1), an application as required by section 11(b) of this rule requesting examination and certification.
 - (4) The provisional certificate nominee named under subdivision (2) is eligible for the next scheduled wastewater certification examination.
- (d) A provisional certificate shall be:
 - (1) issued by the commissioner in the form of a letter that specifies the conditions of the certification; and

(2) valid for the shorter of the following lengths of time:

(A) The period between the date of application and the end of the thirty (30) day grading period following the next examination that is available to the provisional certificate nominee.

(B) One (1) year.

(Water Pollution Control Board; 327 IAC 5-22-13; filed Nov 20, 2000, 4:07 p.m.: 24 IR 969)

327 IAC 5-22-14 Certificates and certification cards; renewal; duplicates

Authority: IC 13-14-8; IC 13-18-11-4; IC 13-18-11-13

Affected: IC 13-18-11-6

Sec. 14. (a) A wastewater treatment operator's certificate shall:

(1) be issued after an applicant's successful completion of the classification appropriate examination;

(2) specify the month and year that the applicant qualified and the issuance date of the certificate;

(3) be permanent in nature but will be effective only when validated by a current certification card; and

(4) not be valid if obtained through fraud, deceit, or the submission of inaccurate data on the examination application.

(b) A certificate, issued on the basis of the applicant's having been in responsible charge of a wastewater treatment plant prior to July 1, 1968, shall remain valid until one (1) of the following occurs:

(1) A change in the classification of the wastewater treatment plant for one (1) of the following reasons:

(A) Increased capacity.

(B) An increase in population served.

(C) A basic change in the method of wastewater treatment.

(D) Other change in conditions which requires a more difficult operation.

(2) The operator is no longer in direct responsible charge.

(c) A wastewater treatment certified operator must:

(1) provide permanent and visible display of his or her certificate at the wastewater treatment plant office; and

(2) obtain a duplicate certificate to display in the office of each wastewater treatment plant supervised, if the certified operator supervises more than one (1) wastewater treatment plant.

(d) A certification card shall:

(1) be issued for a time period of no more than twenty-four (24) months; and

(2) expire on the last day of June nearest the end of the biennial period following the certification card issuance.

(e) A wastewater treatment certified operator needing a replacement or duplicate certificate must submit a written request to the commissioner, including the following information:

(1) The class of wastewater treatment operator.

(2) The name and classification of the wastewater treatment plant to be operated.

(3) The date of issuance of the original certificate, if known.

(4) The certificate number.

(f) The commissioner shall accomplish the following:

(1) Issue a renewal notification to each certified wastewater treatment plant operator stating the following:

(A) The expiration date of the certified operator's certification card.

(B) The amount of fee required for certification card renewal.

(2) Mail certification card renewal notifications:

(A) at least thirty (30) days prior to expiration of the certification card; and

(B) to the last known address filed with the commissioner.

(3) Renew a certification card if:

(A) the continuing education requirements of section 15 of this rule are met;

(B) a renewal fee is submitted on or before the first day of July of the biennial period for which a certification card is to be issued; and

(C) the notice is signed and returned by the certified operator to the commissioner.

(4) Reinstate certification if the certified operator:

(A) submits payment of any arrearage of fees;

(B) submits payment of the current renewal fee;

(C) fulfills arrearage of continuing education credit requirements; and

(D) is current in meeting continuing education credit requirements.

(5) Deny renewal of a certification card that is not renewed within the time limit established in this section and IC 13-18-11-6(c) unless the operator pursues reinstatement through reapplication and reexamination following the requirements of section 11 of this rule.

(Water Pollution Control Board; 327 IAC 5-22-14; filed Nov 20, 2000, 4:07 p.m.: 24 IR 970)

327 IAC 5-22-15 Continuing education requirements

Authority: IC 13-14-8; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 15. (a) A certified wastewater treatment operator shall fulfill continuing education requirements in amounts specified in Table 15(b) during each two (2) year period following the issuance of the certification card and prior to having that certification card renewed.

(b) Continuing education credits required for certification card renewal in the following classifications of certified wastewater treatment operators are listed in the following table:

Table 15(b)

Certified Wastewater Treatment Operator Classification	Continuing Education Credits Required for Renewal
Class O.I.T.	No continuing education required; certification card not renewable
Class I-SP	5 contact hours
Class A-SO	5 contact hours
Class I	10 contact hours
Class A	10 contact hours
Class II	10 contact hours
Class B	10 contact hours
Class III	20 contact hours
Class C	20 contact hours
Class IV	20 contact hours
Class D	20 contact hours

(c) Continuing education credits required according to Table 15(b) must adhere to a distribution of subject matter according to the following:

(1) A minimum of seventy percent (70%) of the required continuing education contact hours shall be obtained from the technical category of approved continuing education courses.

(2) No more than thirty percent (30%) of the required continuing education contact hours shall be obtained from nontechnical subject matter of approved continuing education courses.

(d) A person having a valid certification card in more than one (1) wastewater treatment operator classification:

(1) may be given duplicate continuing education credit from a single approved continuing education course for each wastewater treatment certification to which the subject matter is applicable; and

(2) must obtain the greatest number of continuing education contact hours required by the various certifications held within the shared one (1) year of certification overlap in order not to be required to obtain continuing education for each certificate held.

(Water Pollution Control Board; 327 IAC 5-22-15; filed Nov 20, 2000, 4:07 p.m.: 24 IR 970)

327 IAC 5-22-16 Continuing education credit; criteria for approval

Authority: IC 13-14-8; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 16. (a) Continuing education contact hour credit shall be given only for completed course work that has been approved by the commissioner according to the following:

(1) A training provider has submitted an application and received continuing education course approval from the commissioner prior to publicly offering a wastewater treatment continuing education course. The application must:

(A) be submitted on a form approved by the commissioner;

(B) be submitted no less than sixty (60) days before the first date when the course is conducted;

(C) be accompanied by a written course outline or brochure; and

(D) contain:

(i) name, address, and telephone number of a course sponsor, training provider, or other contact person;

(ii) name of course;

(iii) specific topics that are included in the course presentations;

(iv) amount of time devoted to each topic;

(v) instructor's name and qualifications, including:

(AA) educational background;

(BB) professional experience; and
 (CC) current professional affiliation; and
 (vi) dates and locations where the course will be offered.

(2) The wastewater treatment continuing education course meets the following requirements:

- (A) The course deals with one (1) or more of the following as determined by the commissioner:
 - (i) Technical matters related directly to wastewater treatment.
 - (ii) General matters related to the responsibilities of a certified operator.
- (B) Each instructor and speaker is qualified by academic work or practical experience to teach the proposed wastewater treatment continuing education course.

(b) A certified wastewater treatment operator may petition the commissioner for approval of a wastewater treatment continuing education course if the following procedures are met:

- (1) An application of petition is submitted to the commissioner prior to or within thirty (30) days of course completion.
- (2) The application must contain the information required by subsection (a)(1)(A), (a)(1)(C), and (a)(1)(D).
- (3) The certified operator must supply written proof of attendance at the wastewater treatment continuing education course within thirty (30) days following course completion.
- (c) A certified operator who is an instructor or speaker at a wastewater treatment continuing education course shall be credited the same number of contact hours as the students of the course.
- (d) Continuing education contact hours earned in another state, whether that state has reciprocity with Indiana for the purpose of transferring a certificate of wastewater treatment operator competency, may be eligible for credit if the following are met:
 - (1) The commissioner is provided the information required by subsection (a)(1)(A), (a)(1)(C), and (a)(1)(D) for the course work from which the contact hours were earned.
 - (2) The information required by subdivision (1) is submitted to the commissioner.
 - (3) The commissioner approves the course work from which the contact hours were earned.
- (e) Partial credit shall not be given to instructors, speakers, or students participating in less than a complete wastewater treatment continuing education course. (*Water Pollution Control Board; 327 IAC 5-22-16; filed Nov 20, 2000, 4:07 p.m.: 24 IR 971*)

327 IAC 5-22-17 Continuing education credit; training provider responsibilities

Authority: IC 13-14-8; IC 13-18-11-13

Affected: IC 13-18-11

Sec. 17. (a) A training provider shall generate records of each wastewater treatment continuing education course conducted that include the following:

- (1) The date of the wastewater treatment continuing education course.
- (2) The name of each person in attendance at the wastewater treatment continuing education course.
- (3) The length of time of the course.
- (4) The instructor's name.
- (5) The course content.
- (6) The name of the organization sponsoring the course.

(b) Records required by subsection (a) shall be maintained for a five (5) year period following the presentation of each wastewater treatment continuing education course.

(c) A training provider must submit the information required by subsection (a) to the commissioner according to the following:

- (1) On a form approved by the commissioner.
- (2) Within thirty (30) days of the conclusion of the wastewater treatment continuing education course.

(*Water Pollution Control Board; 327 IAC 5-22-17; filed Nov 20, 2000, 4:07 p.m.: 24 IR 972*)

327 IAC 5-22-18 Suspension or revocation of certification

Authority: IC 13-14-8; IC 13-18-11-13

Affected: IC 4-21.5; IC 13-18-11-8

Sec. 18. The commissioner may suspend or revoke the wastewater treatment certificate of a wastewater treatment certified operator, following a hearing pursuant to IC 4-21.5, if it is found that the certified operator has violated any provision of IC 13-18-11-8. (*Water Pollution Control Board; 327 IAC 5-22-18; filed Nov 20, 2000, 4:07 p.m.: 24 IR 972*)